**Meeting Date:** 23rd March

**Meeting Time:** 6:00 PM

**Meeting Duration:** 2 hr 30

**Location:** Hybrid

Physically: Library Level 3 (meeting room 3E), Swinburne;

Virtually: Teams and Discord

**Meeting Objective:** Getting Feedback for Project Planner, Docker setup check, SQAP work allocation and tentative future plans in terms of development

**Facilitator:** Team

**Timekeeper:** S M Ragib Rezwan

**Note Taker:** S M Ragib Rezwan

**Meeting Topics:**

* Docker Setup and future thought on forensic and Iso image content (drivers, libraries, etc.)
* Project Planner feedback from Supervisor
* SQAP Roles and workload allocation
* New update on weekly meeting times and dates for supervisor (and also for internal one with the team)
* Project Planner Correction and Final Proof-reading date and time
* Github setup
* “Suspicious File” definition clarification and updates
* Project UI and Coding Language (and also relevant libraries)

**Decision Items:**

1. Docker setup process and walkthrough verification
2. Libraries and drivers that will be added to the image that will be stored in docker (like unittestpython, pyinstaller, etc.)
3. Feedback from Supervisor regarding Project Planner:
   1. Overall, its really good and she is happy, but it needs a few small corrections:
      1. Introduction needs to be improved (I.e. it should answer the following question in a vague, “high-level” manner):
         1. What is the document about? And what is its purpose?
         2. Who should be interested?
         3. What is the structure of the overall document?
      2. Terms of Reference should be improved (I.e. it should answer the following question):
         1. What is the purpose of it? (Hint: Stakeholder refer back and ascertain team on track, alongside transparency and clarity)
      3. Critical Success factor should be more specific:
         1. UX (User Experience) should be written using Developer Point of view. (Ie it should be rewritten to include the fact that the team will be following Theories and principles related to Good Practice in terms of UX)
      4. Don’t promise on things that can’t be delivered. This includes not leaving things open ended for Client to take advantage of it and also being explicit (and concrete) wherever possible. (Topic Areas: Super timeline scanner, Suspicious files, Report format, etc.)
      5. Scrum tasks allocation advise:
         1. When developing a functionality, develop it up to and including its GUI and consider it as a single unit
         2. Thus split the project backlog in such a way that everyone work on those single units end to end
         3. For tasks that are interlinked, if they are important to all the other functionalities then focus on them. Otherwise keep them aside and focus on the functionalities that are not linked.
         4. Hence 4.2 part in Project Planner need to be modified
      6. Use of software library advice:
         1. Don’t rely on other libraries unless necessary. And even then, ensure that the library is not buggy and instead is working as intended before integrating it with the development of the software
4. New Meeting timing: 6:45PM on Thursday. But Supervisor will be busy every 1st Thursday of the month. So will need to consider alternative timings for those days
5. In SQAP, allocating the roles to respective team members and merging the roles for ease of convenience:
   1. Repository Champion + Partial Code Reviewer --> Joey
   2. Documentation (including Latex) Champion --> Harry
   3. Trello Champion + Sprint Manager + Sergent at Arms --> Thanh
   4. Testing and Usability Champion --> Me (Ragib)
   5. Team Leader --> Mafaz
   6. Infrastructure Leader + Tech Champ + Partial Code Reviewer --> Rob
6. Shared Github Repository and setup
7. Possible forensic image that will be tested
8. User interface for the docker Image
9. Suspicious file definition, alongside clarification on deleted file, carved file, modified file

**Action Items:**

1. Correct the Project Planner and meet up on Sunday for final Proof read before submission
2. Allocate team members to their parts in the SQAP document
3. Setup of GitHub Repository and access